

~~SECRET~~

Tab B

Clerical Training Course Schedules and Enrollment

| <u>Course Titles</u> | <u>Hours</u> | | <u>Number of Students</u> | |
|--|----------------|-----------------|---------------------------|--------------------------------------|
| | <u>Per Day</u> | <u>Per Week</u> | <u>1955</u> | <u>1956</u> <u>1 Jan.-15 June</u> |
| Clerical Induction Training (New Employees) | | | | |
| Shorthand | 1 1/2 | 7 1/2 | | |
| Typewriting | 3/4 | 3 3/4 | 445 | 109 |
| Geography | 3/4 | 3 3/4 | 688 | 162 |
| Grammar | 3/4 | 3 3/4 | 1296 | 411 |
| Punctuation and Capitalization | 3/4 | 3 3/4 | 1251 | 411 |
| Word Usage | 3/4 | 3 3/4 | 1207 | 383 |
| Filing | 3/4 | 3 | 1038 | 354 |
| Totals | 6 | 29 1/4 | 811 | 412 |
| | | | 1306 | 416 |
| Orientation Training (Duration 2-3 days) | | | | |
| Briefing | 3/4 | | | |
| Outside Speaker | 3/4 | | | |
| U.S. Gov't. | 1 1/2 | | | |
| Organization (CIA) | 3/4 | | | |
| Physical Layout (CIA) | 40 | | | |
| Memos (CIA) | min. | | | |
| Telephone Techniques | 3/4 | | | |
| Telephone Lab. | 3/4 | | | |
| Totals | 1 | | | |
| | 6 25 | | 6 25 | |
| | min. | | min. | |
| Classif. of Documents | 1 | | | |
| Use of CIA Forms | 55 | | | |
| Communism | min. | | | |
| Agency Filing | 1 | | | |
| Orientation Test | 20 | | | |
| Area Studies | min. | | | |
| Office Protocol | 3/4 | | | |
| Mechanism of Correspondence | 25 | | | |
| Totals | 55 | | | |
| | min. | | | |
| | 6 40 | | 6 40 | |
| | min. | | min. | |

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| <u>Course Titles</u> | <u>Hours</u> | | <u>Number of Students</u> | |
|-------------------------------------|----------------|-----------------|---------------------------|--------------------------------------|
| | <u>Per Day</u> | <u>Per Week</u> | <u>1955</u> | <u>1956</u> <u>1 Jan.-15 June</u> |
| Agency Corresp. | 4 | | | |
| Typing Shortcuts | 1 1/2 | | | |
| Discussion and Classif. of Notes | 1 | | | |
| Totals | 6 1/2 | 6 1/2 | Clerks 322 | 101 |
| | | | Typists, Stenos | |
| | | | Sectys 800 | 232 |
| | | | 1122 | 333 |

Clerical Refresher Course
(Duration 4 Weeks)

On Board Employees

| | | | |
|---------------------------|--------------|---------------|------------|
| Typewriting | | | |
| Techniques Review | 1 | 5 | |
| Advanced | | | |
| Typewriting | 1 | 5 | |
| Shorthand Theory | | | |
| Review | 1 1/2 | 7 1/2 | |
| Introductory | | | |
| Shorthand Dictation | 1 | 5 | |
| Intermediate | | | |
| Shorthand Dictation | 1 1/4 | 6 1/4 | |
| Advanced Shorthand | | | |
| Dictation | 1 1/4 | 6 1/4 | |
| English Usage | 1 1/4 | 6 1/4 | |
| Totals | 8 1/4 | 51 1/4 | 602 |
| | | | 266 |

Special Courses*

| | | | |
|---------------------------|----------|----------|-----------|
| Math. (Duration | | | |
| 4 weeks) | 1 | 2 | 11 |
| FDD Typing | | | |
| (Duration 6 weeks) | 1 | 4 | 17 |
| Rhetoric Review | | | |
| (Duration 6 weeks) | 1 | 3 | 10 |
| Totals | 3 | 9 | 38 |

* A number of special training activities were also conducted, by request of the operators: Typing Training for professional employees; specialized instruction in English usage and correspondence procedures; basic mathematics for statisticians; and special group and tutorial instruction concerning business machines and office procedures.